



CITY OF ATLANTA

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6204 Fax: (404) 658-7705

Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP

Chief Procurement Officer

asmith@atlantaga.gov

Kasim Reed
Mayor

August 29, 2014

Dear Potential Proponents:

Re: FC-7383, Architectural, Engineering and Design Services

Attached is one (1) copy of **Addendum Number 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact Ms. Cristi C. Walker, Contracting Officer, at (404) 865-8996 or by email at ccwalker@atlantaga.gov.

Sincerely,

A handwritten signature in black ink that reads "Adam L. Smith".

Adam L. Smith

ALS/ccw

ADDENDUM NO. 2

This Addendum No. 2 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **Response to Questions**

Total of 80 questions attached to this Addendum as Attachment No. 1.

- **Addition to Information and Instructions to Proponents; Paragraph 5**

The following language shall be added to Paragraph 5; Proposal Deadline:

Proponent is responsible for planning for possible delays associated with its submission being time stamped into the Department of Procurement prior to 2:00 pm ET on the due date, such as time needed to park at City Hall, time to enter through security, time to check in the submission at the Procurement Office, traffic, weather, etc. **Delays will not extend the Proposal Deadline.**

- **Replacement to Information and Instructions to Proponents; Paragraph 20**

The following language shall replace the language in the Original solicitation:

Paragraph 20; Conflict of Interest and Participation in Other Projects: In addition to the general conflict of interest terms and conditions and ethical obligations required by a Service Provider under the Agreement, a successful Proponent awarded a contract under this RFP shall be governed by the additional conditions contained in the Scope of Services, entitled "Conflict of Interest and Participation in Other Projects."

- **Replacement to Information and Instructions to Proponents; Paragraph 21**

The following language shall replace the language in Paragraph 21; Participation:

INTENTIONALLY LEFT BLANK

- **Modification of Part 2; Section C.3.D; Item #17 Referenced in Original Solicitation Document**

Part 2; Section C.3.D; Item #17; the last bullet and last paragraph shall be replaced with the following language:

- Facilities operations systems life cycle performance, including security surveillance systems.

Facility types include general offices and specialty buildings such as courthouses, jails, fire stations, workshops and utility buildings. Specialty experience includes high-end technology design capabilities for facilities such as burn houses, shoot houses and police precincts.

- **Replacement of Part 2; Section C.3.F Referenced in Original Solicitation Document**

Part 2; Section C.3.F shall be replaced with the language affixed to this Addendum as Attachment No. 2.

- **Clarification to Form 4.1 Referenced in Original Solicitation Document**

Form 4.1 can be notarized if the insurance company's corporate seal is unavailable.

- **Replacement of Form 9 Referenced in Original Solicitation Document**

Part 4; Required Submittal Forms; Form 9 – Required Submittal Checklist: Form 9 shall be replaced with the form affixed to this addendum as Attachment No. 3, and shall replace the Form 9 referenced in the original solicitation document.

- **Addition to Part 5; Exhibit A; Scope of Services; Overview**

The following language shall be added in Part 5; Exhibit A; Scope of Services at the end of the Overview section at page 14:

CONFLICT OF INTEREST AND PARTICIPATION IN OTHER PROJECTS

1. The Service Provider, or any individual joint venture partner of a joint venture constituting the makeup of the Service Provider under this Agreement, shall not be permitted to participate in or provide services or work, as a proponent, bidder, joint venture partner, contractor or subcontractor, for any procurements or contracts involving construction, design-build, construction management at risk or similar construction project work, which shall be considered a conflict of interest for purposes of this Agreement.
2. Any sub-consultant performing Services under a Task Order issued under this Agreement shall not be permitted to participate in or provide services or work, as a proponent, bidder, joint venture partner, contractor or subcontractor, for any procurements or contracts involving construction, design-build, construction management at risk or similar construction project work for any project for which Services were performed under this Agreement, which shall be considered a conflict of interest for purposes of this Agreement.
3. The City of Atlanta, by and through the Department of Watershed Management, currently receives professional services for the management of its Clean Water Atlanta Program, pursuant to the contract referred to as "FC-4343 Program Management Services- Clean Water Atlanta Initiative," between the City and MWH/Khavra Joint Venture ("PMT Agreement"). In the event that the City issues a new or additional procurement for the purpose of soliciting professional services for the benefit of the Department of Watershed Management similar to the PMT Agreement, the Service Provider, or any individual joint venture partner of a joint venture constituting the makeup of the Service Provider under this Agreement, shall not be permitted to participate in any such procurement or contract, as a proponent, bidder, joint venture partner, Service Provider or sub-consultant, which shall be considered a conflict of interest for purposes of this Agreement.

- **Replacement to Part 5; Exhibit A; Scope of Services; II. Scope of Services**

Part 5; Exhibit A; Scope of Services; II. Scope of Service; Section 1.0, Primary Services; Subsection 2, Work Authorization: Replace in every instance the words “Work Authorization” with the words “Task Order.”

- **Addition to Exhibit A.1 Referenced in Original Solicitation Document:**

The following language shall be added to Exhibit A.1; Compensation; Paragraph 1.2.1; Task Order Maximum Payment; Lump Sum:

Unless a Task Order is expressly designated as lump sum payment, Service Provider shall be compensated in accordance with the approved budget for hours actually worked under each sub-task itemized under an approved Task Order; and Service Provider shall not be compensated for any cost overruns under the approved budget for any sub-task itemized under an approved Task Order, unless expressly approved by an authorized representative of the City prior to incurring such cost overruns. Service Provider shall promptly notify the City and request consideration of such authorization as a Change (if appropriate) in the Services, prior to incurring such cost overruns. Otherwise, any such cost overruns will be costs incurred by the Service Provider.

- **Addition to Exhibit A.1 Referenced in Original Solicitation Document:**

Part 5; Exhibit A.1; Proposal Fee Schedule: Add the following labor classifications and provide annual hourly billing rates for 5 years:

- Registered Land Surveyor
- 2-person Surveying Crew

- **Addition to Exhibit A.2 Referenced in Original Solicitation Document:**

Part 5; Exhibit A.2; Minimum Qualifications: Add the following:

Classification	Minimum Years Experience	Minimum Qualifications / Work Experience
Registered Land Surveyor	5	Current registered Land Surveyor in the State of Georgia. Experience with topographical surveys, boundary line surveys and GPS.
2-Person Surveying Crew	3	Experience in general surveying. Experience with topographical surveys, boundary line surveys and GPS.

- **Addition to Exhibit A.3 Referenced in the Original Solicitation Document**

The Sample Task Order Templates affixed to this addendum as Attachment No. 4 shall be added to Exhibit A.3.

FC-7383, Architectural, Engineering and Design Services
Addendum No. 2
August 29, 2014
Page 4

The Proposal due date was modified in Addendum No. 1 and Proposals are due on Wednesday, September 17, 2014 and should be time stamped in no later than 2:00 P.M. ET and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

Acknowledgment of Addendum No. 2

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-7383, Architectural, Engineering and Design Services** on this the _____ day of _____, 20__.

Legal Company Name of Bidder

Signature of Authorized Representative

Printed Name

Title

Date

ATTACHMENT NO. 1

RESPONSES TO QUESTIONS

Attachment No. 1

1. Question

Part 2, page 9, Item 9. “Identify experience with turn-key capital project delivery in the public sector.” As the RFP is for A/E/D services, does the City of Atlanta DOP require submission of similar experience with turn-key capital project delivery?

Answer

Yes, the City requests that Proponent share its experience with turn-key capital project delivery in public agencies.

2. Question

Part 2 page 10, 2nd paragraph: “Preferably, the cumulative experience of named key staff will comprise at least 50% of the requested experience levels of the team.” – Please explain what is meant by 50% of requested experience levels of the team and how does the City of Atlanta DOP plan to measure/evaluate requested experience levels of the team.

Answer

The cumulative experience of key staff identified by the Proponent should comprise at least 50% of the total team’s experience. The City will evaluate the team’s experience level consistent with the criteria stated in this RFP.

3. Question

Part 2 page 10, 3rd paragraph: “Identify and provide resumes for individual labor classifications that are shown in Exhibit A.2.” Does the City of Atlanta DOP require submission of resumes for each labor classification?

Answer

Yes.

4. Question

Part 2, page 10, Item E., 4th paragraph call for a list of two (2) relevant projects. Please clarify whether each resume is limited to only two relevant projects.

Answer

More projects are permitted, within the three (3) pages per resume constraints.

5. Question

Part 2, page 13, Section G – Cost Proposal – 2nd paragraph requires submission of one (1) stamped original and ten (10) copies of the Cost Proposal, whereas the Checklist (Form 9) states one original plus five (5) copies of the Cost Proposal are required. Please clarify, whether 10 copies or 5 copies are required.

Answer

Ten (10) copies are required. See Attachment No. 3 to this Addendum.

6. Question

Exhibit A.2, page 3 – the minimum qualifications/work experience for Designer 5 and Designer 4 are the same and the sole difference is in the minimum years of experience. Please confirm that the minimum qualifications/work experience for Designer 5 and Designer 4 are the same.

Answer

No, as identified in the question, the minimum qualifications/work experience for Designer 5 and Designer 4 are not the same.

7. Question

First Source Jobs Program Policy Statement, page 5. Is FC-7383 Architectural, Engineering and Design Services is an eligible project under the First Source Jobs Program? If FC-7383 is an eligible project then is the requirement for 50% of new entry level jobs or is the requirement for all entry level jobs?

Answer

This requirement is for all vacant entry level positions associated with this project (for Primes and Subs).

8. Question

Part 1, Item 18. Multiple Awards – Does the phrase “The award(s) will be based on the SOS in its entirety or by components” meant to mean that the City may elect to enter into one or more contracts with teams that perhaps specialize in certain specific areas of the scope of work, vs comprehensive teams that can provide all elements of the scope of work?

Answer

The phrase means that the City may elect to award a contract for all of the Services or specific portions of the Services. However, the RFP requires the JV team to be comprehensive and capable of performing all the Services identified in the SOS.

9. Question

Part 1, Item 20. Conflict of Interest – What is the intended nature/scope of work for the “New Program Management Services contract” referenced in his section?

Answer

See Addendum No. 2; Addition to Part 5; Exhibit A; Scope of Services; Overview; Conflict of Interest and Participation in Other Projects.

10. Question

Part 1, Item 21. Participation – Are the “construction services” referenced in this section referring to the actual construction of the project that was designed, such as work that a construction contractor would perform after the design is complete as a result of the City putting it out to “Bid”? Or is this intended to include construction inspection, construction management, and or design services during construction, etc.? Further to this paragraph, are the last two sentences of this paragraph intending to say that a team that has a contract under this procurement could hire a construction contractor to perform the actual construction of the project that was designed, based on approval by the “User Department”?

Answer

Yes. No. No, see Addendum No. 2; Addition to Part 5; Exhibit A; Scope of Services; Overview; Conflict of Interest and Participation in Other Projects.

11. Question

Part 1, Item 22 B. Other Solicitations – Please elaborate on the nature of the potential “RFPs for other on-demand professional services, including generically-defined projects or groups of projects”. For example, would this include projects the City intends to implement related to the construction of the “Raw Delivery Program” (Bellwood Quarry reservoir, tunnels and pumping stations)? Is it the City’s intent to preclude any firm that is awarded a contract under this procurement from submitting proposals for work under the “Raw Water Delivery Program” or projects related to the Public Works Bond Program?

Answer

Part 1, Item 22B speaks for itself. Also, see Addendum No. 2; Replacement to Information and Instructions to Proponents; Paragraphs 20 and 21.

12. Question

Part 2, Section E of the RFP calls for Key Staff to be listed in an experience matrix. Part 5, Exhibit A.2 gives a listing of “Minimum Qualifications” that must be met. In the experience matrix we are to submit, are we to only show one person, or can we show a person for each type of personnel described for each “Staff Classification” (Water/Wastewater, Transportation and Buildings)?

Answer

Multiple personnel are allowed, subject to page constraints.

13. Question

In Part 2, Section F, the first paragraph states that we have to include 6 projects that demonstrate our capabilities and qualifications in all areas identified below and each.

Answer

No question is being asked.

14. Question

Will this contract allow opportunities for teams to provide Design-Build, and or other alternative delivery methods?

Answer

No, for this solicitation. See Addendum No. 2; Replacement to Information and Instructions to Proponents; Paragraphs 20 and 21.

15. Question

How is the City defining “Proponent Key Personnel” as discussed in Part 2 of the RFP “A. Minimum Qualifications”? The RFP references 10 years of experience, however the Exhibit A.2 “Minimum Qualifications” describes “Key Management Staff Classifications” with various minimum years of experience, some less than 10.

Answer

The minimum qualifications for each staff person are identified in Exhibit A.2.

16. Question

The RFP states that a “reasonable font size” can be used for charts. Does that apply to call out boxes and graphics where we might use a smaller font size than 12 point?

Answer

The font size for boxes and graphics can be smaller than 12 point; however, the font must be reasonably legible.

17. Question

Are we to submit our Cost Proposal as part of the CD that is required by the RFP?

Answer

Yes.

18. Question

Can we use “11x17” sheets for information that is not requested by the RFP? If so, would those sheets count as 1 page?

Answer

Yes, 11” x 17” sheets can be used for additional information not required by the RFP, and those sheets count as 1 page toward the total page count.

19. Question

Within the “Minimum Qualifications and Work Experience” of Exhibit A.2, the descriptions of personnel in some categories do not include capabilities in transportation and buildings. Is it

the intent of the City to only have tunneling and or water/wastewater capabilities for those categories? Or will you add in similar descriptions for transportation and buildings?

Answer

It is the City's intent to only have tunneling and or water/wastewater capabilities for the Engineer 10 and 9 categories. The City will not be including a similar description for transportation capabilities. For Public Works, the City anticipates the Engineer 8 classification being the highest category needed for transportation projects. For Buildings, the City anticipates the Engineer 6 classification being the highest category needed for buildings projects.

20. Question

Part 1 #17 states that Illegal Immigration Reform and Enforcement Act Forms must be submitted on the top of Volume I of the proposal, however Part 2 page 4 states that these forms are to be part of Volume II. Please clarify.

Answer

The Illegal Immigration Reform and Enforcement Act Forms (Form 1) should be included in Volume II.

21. Question

As part of the RFP process, how will the City determine if a proponent is responsible in relation to Part II E. #8 page 15?

Answer

The City will consider the responses to the RFP provided by the Proponent.

22. Question

Which forms in Part 4 are required to be submitted by each of the joint venture members and which forms can be submitted by the joint venture?

Answer

1. Form 1 must be submitted by each JV member and known subcontractors at the time of the Proposal submission. If the JV team also has a Federal Work Authorization User ID Number than one must be completed for the JV team as well.
2. Form 2 must, at a minimum, be submitted by each JV member. Proponents must read the definitions section of Form 2 to determine if additional disclosure forms are required.
3. Form 3 must, at a minimum, be submitted by each JV member. Proponents may also submit a financial disclosure for the JV team. Proponents must read the instructions section of Form 3 to determine if additional disclosure forms are required.
4. Form 4.1 may be submitted by each JV member or by the JV team.
5. Form 5 may be submitted by the JV team.

6. Form 6 must be submitted by each JV member and by the JV team.
7. Form 7 may be submitted by each JV member or by the JV team.
8. Form 9 must be submitted by the JV team.

All of the above forms are required – the use of the word “may” should not be interpreted to suggest that any forms are optional.

23. Question

Information requested in D is extensive; can we provide multiple 11x17 sheets for the experience matrix?

Answer

Yes.

24. Question

Project experience list of categories in F does not match D (eg, missing Sewer Design)...will COA revise list in F?

Answer

See attached revision to Part 2, Section C.3.F at Attachment No. 2 to this Addendum No. 2.

25. Question

With 6 projects required for 10 plus categories AND other required info in this section, would COA consider increasing the page limit? Can we provide multiple 11x17 sheets? Is the 6 projects a minimum or maximum?

Answer

The page limit will not be increased. Multiple 11x17 sheets are acceptable within the page limitations. Six projects are required, not more or less. If the proponent cannot present six relevant projects then that fact may be considered by the evaluation team in its review.

26. Question

Part 2, Page 11 “F. **Experience and Performance on Other Projects – 20 pages** Describe the Proponent’s experience and qualifications in architectural, engineering and design services as widely described in the Scope of Services and as may be more fully described in a Task Order. Separately list any projects/contracts that any member of the JV Team has performed and past experience with this specific team working together on other projects in the last 10 years”. Please clarify whether the underlined statement requires submission of a list of all project contracts that any member of the JV Team has performed OR a list of project contracts that members of JV Team have worked together.

Answer

The underlined sentence in the Question above will be modified as follows:

- 1) Separately list any projects/contracts that ANY member of the JV team has performed; and
- 2) Separately list any past experience by this specific JV team working as a team (whether in a JV or as prime and sub) on other projects in the last 10 years.

27. Question

Appendix A, Office of Contract Compliance - Page 7 presents inclusionary goals for minority and female owned businesses. Please clarify whether the work performed by a minority business that is a member of a Joint Venture would count towards the inclusionary goals.

Answer

Yes, a certified M/FBE JV Partner will be credited with participation only for work self-performed. Please remember that a M/FBE JV Partner or a subcontractor will only be credited for work self-performed in one category (MBE or FBE). The City will not credit participation by the same firm in multiple categories.

28. Question

Non-populated Joint Ventures do not have any assets and therefore are not insurable. Is it possible to provide the JV Individual Members Certificate of Insurance in lieu of the requirement that the JV be the primary insured?

Answer

Each member of the JV can submit a certificate of insurance.

29. Question

Submitted by Jacobs: Will the attached alternative Insurance documents meet the requirements in Form 4.1?

Answer

Yes.

30. Question

If a joint venture's M/FBE partner self-performs a task, will that work count towards the M/FBE goals established in the RFP?

Answer

See Answer to Question 27.

31. Question

Does an M/FBE subconsultant of a majority firm subconsultant count towards the M/FBE goals?

Answer

See Answer to Question 27.

32. Question

What arrangements can be made with the M/FBE JV partner that would allow their work to count towards the M/FBE goals?

Answer

All work self-performed by a certified M/FBE JV partner will be credited toward the JV team's total participation amount.

33. Question

Is surveying included as a part of the scope of this contract? If so, what labor classifications should they fall under?

Answer

Yes, see Addendum No. 2; Addition to Part 5; Exhibit A.1 and Exhibit A.2.

34. Question

Does the term "Proponents" refer to the parties of the JV only or does this term also include all the subconsultants? Specifically, are the Part 4 forms completed only by the JV members; meaning subconsultants do not complete the 9 forms?

Answer

The term "Proponents" refers to the members of the Joint Venture (JV) team only. Only members of the JV will complete the Required Submittals included in the solicitation document. However, no later than at contract execution, the subconsultants are required to complete the Subcontractor Affidavit found at Form 1, Illegal Immigration and Reform and Enforcement Act Forms.

35. Question

RFP, Part 2 Minimum Qualifications A2 and A3 discuss 10 year experience and GDOT Prequalification in specific classes respectively. However, within A3 there is no mention of such criteria for a class that is clearly related to Physical Security Consultants. [Intentionally Omitted], as a Woman Owned Regionally based Physical Security Integrator with over 20 years' experience in this field is questioning a) if the criteria of A3 applies to our specialty, b) how our specialty will be treated by the Department of Procurement and possible proponents as it relates to Physical Security Design Consultation, since new Physical Security strategies and

products can be considered and recommended for more effective monitoring and protection of City of Atlanta assets and c) if the absence of our specialty in Part 2 A3 would prohibit us from potential participation as a joint venture candidate or subcontractor because we are not specifically mentioned, which potentially diminishes the recognition of the role a Physical Security Consultant could have in adding value?. Physical Security by definition includes, Video surveillance, Access Control, Biometrics, Intrusion Detection, Security System Services, Remote Management, Technical Support and Security Consulting which are critical to maintain and sustain proactive and forensic capabilities to protect critical infrastructure and assets within the inventory of a client such as the City of Atlanta.

Answer

The City anticipates having a need for security consultants as either part of a JV or as a subconsultant. See Addendum No. 2; Modification to Part 2, Section C.3.D, Item #17 and Replacement to Part 2; Section C.3.F, Item #17.

36. Question

Exhibit A, Overview item Y discusses on-call technical support for the facility management of the City's municipal buildings to include performance investigation, computerized documentation, design, project estimating and/or project management for work order and/or projects includingsecurity related systems. [Intentionally Omitted], as a Woman Owned Regionally based Physical Security Integrator with over 20 years' experience in this field requests clarification as to a) what GDOT Professional Consultant Qualifications may apply to proponents with the Physical Security System Design and Integration consultant credentials, certifications and capabilities to perform this on call technical support regarding security related systems as a JV Partner or subcontractor and b) definition as to what specific criteria does apply to proponents seeking to supply Physical Security Consultant expertise and how/if this specialty is incorporated as an area of specific expertise and need.

Answer

See Answer to Question 35.

37. Question

Since the Pre-Proposal meeting on August 13, we have had several inquiries from firms regarding possible inclusion on our team. In order to fully evaluate these requests and provide opportunities for all interested subconsultant teaming partners, would the COA consider extending the deadline for submission of proposals by two weeks. If the submittal deadline is extended, please advise if the deadline for questions also will be extended to accommodate potential additional questions that may arise based on addenda responses.

Answer

The Proposal Due Date was extended to Wednesday, September 17, 2014 via Addendum No. 1.

38. Question

When does the COA plan to issue its last addendum responding to questions submitted? To provide adequate time to incorporate changes required by addendum, please consider providing a minimum of two weeks after the COA issues the addendum.

Answer

See Response to Question 37.

39. Question

Please clarify the First Source Jobs Program hiring requirement. Does compliance require actual hires or interviews with prospective employees?

Answer

Both JV team members and subcontractors must adhere to the First Source Jobs Program requirements. All firms must employ a minimum of fifty (50%) percent of their vacant entry level positions through the First Source Jobs Program. The awarded JV team(s) will be contacted by a representative from the First Source Jobs Program at the appropriate time to discuss the next steps of the process.

40. Question

Is a resume required for every labor category listed in Exhibit A.2?

Answer

See Response to Question 3.

41. Question

Is it acceptable to utilize subcontractor firms with pending MBE/FBE certifications to meet the EBO goals?

Answer

Yes, it is acceptable to utilize pending M/FBE subconsultants to achieve the EBO subconsultant goals. However, if a pending M/FBE subconsultant is denied certification, the JV team will be required to substitute the denied firm with a certified M/FBE.

42. Question

Please provide guidance on determining the MBE/FBE commitment. Due to the uncertainty of the workload or even specific projects that may be issued under the program, we are unsure how to specify a target percentage for our specialty subcontractors. Easement specialists and other specialties may not be needed in the first year. Can we write a disclaimer or otherwise condition our subcontracted amounts for specialty subcontractors, basing it on the need for these services?

Answer

All JV teams will be evaluated on their ability to list “clear” M/FBE participation at time of proposal submission. That said, the City strongly recommends that the Proponent list certified M/FBE subconsultants to self-perform areas of work listed in the scope of the solicitation document (or work reasonably expected to be performed). Any M/FBE participation accompanied by a disclaimer may not be credited toward the overall M/FBE participation amount.

Again, the M/FBE subconsultant availability percentages for this project are: 18.1% AABE, APABE, HABE and 8.3% FBE and should be captured on Form EBO-3. Each JV team must include its documentary evidence of good faith outreach efforts on Form EBO-2.

43. Question

Proposal Part 1, item 21 Participation: Can the City confirm Construction services as used in this section means performing actual construction means and methods and not Construction phase assistance to the city such as reviewing shop drawings, contractor RFI’s, Field questions, etc.

Answer

See Answer to Question 10.

44. Question

Can the City confirm that Construction services, as used in this section, do not preclude the Architect/Engineer from providing construction phase observations services of a contractor’s work while constructing what the Architect/Engineer designed for the City?

Answer

See Answer to Question 10.

45. Question

Section E, item E Experience and Qualifications of Key Staff: Can the relative projects listed in the key staff resumes can be included in the relative project descriptions that are mapped to the key staff in the “Qualification and Experience Staff Matrix” rather having the client references listed for each of the two (2) projects in each key staff resume? In other words, only the relative project descriptions will contain the detailed client contact information.

Answer

Part II; Section 3.E is seeking detailed client contact information for the two relevant projects. The submission must clearly identify where the information required by the RFP can be found.

46. Question

Section 3, item E Experience and Qualifications of Key Staff: The RFP states: *“Provide the names, qualifications and relevant experience for the individuals proposed for the Key Management Staff included in Part5, Exhibit A.2 Minimum Qualifications.”* If a Minimum Qualification listed in Exhibit A.2 does not involve a Key staff member are we required to create a resume for them with the detailed information cited in this section? The Minimum Qualifications listing includes many categories that are not Key positions, therefore, people performing those “non Key” services listed would not have access to the detailed information you request i.e., project references with contact information and project completion date. Services such as CADD, Interior decorating are not Key and would not have this information. Can we put all resumes **not** included on our org chart as Key in the supplemental resumes section?

Answer

Yes.

47. Question

Can the **supplemental resumes** be in a standard template (using our best judgment) created to show a team member’s expertise minus the very detailed project and contact information?

Answer

Yes.

48. Question

Can we assign a sequential number to each item/category listed in Exhibit A.2: Minimum Qualifications” sheet in order to map people on the organizational chart and in the supplemental section back to the Minimum Qualifications they meet?

Answer

Yes.

49. Question

In this section the RFP states: *“Preferably, the cumulative experience of named Key Staff will comprise at least 50% of the requested experience levels for the team.”* Does this mean that our Key staff will map to 50% or more of the categories listed in Exhibit A.2? How can we map Key staff to all of the specific categories listed in Exhibit A.2? Many categories are for support staff. Can you explain what the 50% is referencing?

Answer

See Answer to Question 2.

50. Question

Proposal Section 11 describes a Project Document Tracking and control system utilizing the City's Project Document Tracking and control system (DTCS). Can the City confirm that the system is not intended to track documents during the study, preliminary design, final design and construction document preparation phase but is only intended to track construction documents after bidding is complete and a contractor has been awarded a construction contract?

Answer

The Consultant is required to use the DTCS to track documents during the study, preliminary design, final design and construction document preparation phases as well as after bidding is complete and the construction contract has been awarded.

51. Question

Also can the City confirm it does not intend for the Architect/Engineer to provide and maintain the Software support described in **Section 11.2 Software Support** and that the Architect/Engineer is only responsible for learning the DTCS and using it during the construction phase of a project and the Contractor awarded the construction contract for the work designed by the Architect/Engineer is responsible for providing and maintaining the DTCS.

Answer

The City does intend for the Consultant (Architect/Engineer) to provide and maintain software support as described in Part V; Exhibit A; Scope of Services; Section 11.2 Software Support.

52. Question

Can the City please confirm that all Subcontractor Affidavits are not required at the time of the proposal submission as it states on Form 1 (page 1 of 3), item 7?

Answer

Confirmed for the Form 1 Subcontractor Affidavit.

53. Question

This is a general question in reference to reference requests for projects. If the reference (PM/ Project lead) etc is no longer working with an agency can we notate that the reference is no longer available? What is acceptable in this instance?

Answer

The City requires a contact person to confirm references.

54. Question

Is it acceptable for a licensed GA Agent to sign the required Certification Form 4.1?

Answer

Yes, a licensed GA agent may sign Form 4.1. All requirements for full and complete execution of Form 4.1 must also be satisfied. See also Addendum No. 2; Clarification to Form 4.1.

55. Question

Will the RFP due date be extended?

Answer

See Answer to Question 37.

56. Question

Part 1: Information and Instructions to Proponents. Item 21: Please clarify the City's definition of "construction services".

Answer

See Answer to Question 10.

57. Question

Part 2: Contents of Proposals/Required Submittals – Cost Proposal: The RFP suggests a page limit of 3 pages for the Cost Proposal. Does the page limit include the statement(s) used to develop response to the RFP requests such as "Identify the proposed method for Annual Escalation of Rates and Annual Escalation Percentage" in addition to Exhibit A.1 Proposal Fee Schedule or is the 3-page limit Exhibit A.1 only.

Answer

The three (3) page limit for the Cost Proposal does not include the Proposal Fee Schedule provided in the RFP in Exhibit A.1.

58. Question

Part 2: Contents of Proposals/Required Submittals – Cost Proposal: The RFP states that the Cost Proposal is a separate document and should be sealed/labeled as instructed. However, Volume I instructions (RFP Part 2, Page 5 and Page 13) indicate that the Cost Proposal is included in Volume I. Also, there is a statement (first sentence Page 5) that the Forms listed in Item C, Page 4 are to be included in Volume II. **Please confirm the preferred location of the cost proposal.**

Answer

The Cost Proposal must be a separate document prepared as indicated in the RFP. The content of Part 2 of the RFP provides instructions on the content of the entire submission and is not limited to Volume I instructions. The first sentence of Page 5 is referring to the prior item found on the bottom of Page 4 (Item 2.C.4 - Illegal Immigration Reform and Enforcement Act; Contractor Affidavit (Form 1)), which must be included in Volume II.

59. Question

Part 2: Contents of Proposals/Required Submittals – Cost Proposal: Page 4 clearly outlines the organization of information in Volumes I and II. On Page 5 Section 3 “Detailed Requirements” instructions are provided which includes the Volume I items on Page 4 as well as Cost Proposal, Equal Business Opportunity, Financial Information Forms, and Appendices. On pages 5-14, additional information is provided for items A-J including confirming location of the content by stating “(Tab in Volume I)” for items A-E. However, items F-J do not include a reference to a tab or volume. Please confirm that Volume I will include each of 10 sections (items A-J) listed on Page 5.

Answer

See Answer to Question 58.

60. Question

Part 2: Contents of Proposals/Required Submittals: Font Size for Graphics: Page 14 states that “charts should use a reasonably legible font size”. Does this rule apply to graphics as well?

Answer

See Answer to Question 16.

61. Question

Part 2: Contents of Proposals/Required Submittals Experience and Performance on Other Projects: Pages 11 and 12 provides a list of information to be included in the narrative description of projects. There are four bullets of information to be included followed by items 1-17. Please confirm that items 1-17 should be addressed in that section in addition to the project descriptions which must include the information specified in the four bullets. Items 1-4 and 8-10 are underlined and address specific types of project scopes of work; the other items are more generic in nature. With respect to items 1-17, can the order each is addressed in the proposal be revised such that items 1-4 and 8-10 are presented together followed by the remaining items?

Answer

The Proponent can use its discretion in the presentation of the information requested within each section. The Proponent is responsible for providing the required information in a concise and organized manner that makes clear each requirement has been satisfied.

62. Question

Part 2: Contents of Proposals/Required Submittals - Detailed Requirements: Information Requirements Details (Page 5) states that there is an 80 page limit and provides “suggested parameters” for each section. Do the 3 pages specified on p13, item G for the Cost Proposal count towards the total page count? It is not listed on p5.

Answer

See Answer to Question 57.

63. Question

Part 2: Contents of Proposals/Required Submittals – Experience and Qualifications of Key Staff: A Backup Personnel Plan is requested in two sections 1) Experience and Qualifications of Key Staff and 2) of Proponent Team. Can this content be provided in one place and referenced in other or is the information required in both sections.

Answer

Yes.

64. Question

Part 2: Contents of Proposals/Required Submittals - Detailed Requirements: Does Key Staff resumes count in the overall page count; subject to the 80 page limit.

Answer

No, but Key Staff resumes are limited to three (3) pages each.

65. Question

Part 4: Required Submittal Forms: Form 1: Illegal Immigration Reform and Enforcement Act - Please confirm the placement of this form in the submittal. The RFP indicates that it should be placed on top of Volume I as well as inside Volume II (Part 2: Contents of Proposals/Required Submittals, Page 4, Item 2B).

At the pre-bid meeting, it was stated that this form is to be completed by each member of the Joint Venture as well as sub-consultants. If the forms are to be placed on top of Volume I, does this include completed forms from the Joint Venture only or the Joint Venture and sub-consultants.

Answer

Include all Form 1 forms in Volume II.

66. Question

Part 4: Required Submittal Forms: Clarification needed (Form 5 – Acknowledgement of Addenda); If submitted as a Joint Venture, should this form be signed under “Non-Corporate Proponent.”

Answer

See Answer to Question 22.

67. Question

Part 4: Required Submittal Forms: Clarification Requested (Form 7 – Referenced List): Are three (3) references required for each member of the Joint Venture.

Answer

See Answer to Question 22.

68. Question

Appendix A – Office of Contract Compliance Requirements: Please clarify which OCC Forms are to be submitted by 1) the Joint Venture as a single entity 2) by each firm comprising the Joint Venture and 3) by each sub-consultant.

Answer

The City is only looking for one original Appendix A submittal and ten (10) copies from each JV team. The City expects each Appendix A submittal to be crafted by the JV team as a single unit (although it is the Proponent's choice, each team's managing partner will probably take the lead on the proposal submission).

69. Question

Appendix B: Insurance and Bonding Requirements: Section A.1 - Evidence of Insurance Required Before Work Begins; Requires the Joint Venture to be named on the certificate of insurance rather than the Joint Venture partners individually as the primary insured. Please clarify if the Joint Venture is not a corporate entity.

Answer

Each member of the JV can submit a certificate of insurance.

70. Question

Sub-Consultant Teaming Agreements: Are Sub-consultant Teaming Agreements required in addition to the executed JV Teaming Agreement.

Answer

JV agreements between all members of the JV team are required and should be submitted with the Proposal. Subconsultant agreements between Prime contractors and all subconsultants are required prior to the start of the project.

71. Question

Part 1 – Information and Instructions to Proponents: Item # 21 – Please clarify the nature of Construction Services to be performed, The Scope of services include them for projects we design, whereas this section seems to exclude them.

Answer

See Answer to Question 10.

72. Question

Part 2 – Contents of Proposals/Required Submittals: Page 2, Item #7 – Is Design experience not relevant in meeting this requirement?

Answer

See design experience requirements throughout the solicitation document.

73. Question

Part 2 – Contents of Proposals/Required Submittals: Page 6, Item #1 – Does this requirement include subcontractors?

Answer

Yes.

74. Question

Part 2 – Contents of Proposals/Required Submittals: Page 7, Item D, 4th bullet – Does 11x17 count as one or 2 sheets?

Answer

One.

75. Question

Part 2 – Contents of Proposals/Required Submittals: Page 16 (F), Item #6 – Why are bonds being required?

Answer

Payment and performance bonds are not required. See Appendix B; Insurance Requirements.

76. Question

Exhibit A.1 – Compensation: Page 3, Item 5.0 – i) Can requirement for submittal of invoices on the first day of the month be changed to tenth day of month? ii) can electronic invoices be submitted instead of paper invoices?

Answer

Yes, but the City prefers uniformity across all of the A&E contracts. Yes, but individual User Departments may require both depending upon DTCS.

77. Question

Per the meeting at City Hall on August 13, please confirm the following answers about the Required Submittal Forms:

- **Form 1: Contractor Affidavit:** *Each JV team partner to submit* – e.g., if a JV is made up of three team member firms, each of those three firms must submit its own Form 1.

- **Form 1: Subcontractor Affidavit:** *Not required with proposal* but must be submitted prior to contract signing by winning firm(s).
- **Form 2: Contractor Disclosure Form:** *Each JV team partner to submit.* HOWEVER, newly created JVs NOT required to submit independently of their component firms, since a newly created JV has no business history to disclose.
 - **Example:** Firms A, B, and C form Joint Venture XYZ to pursue this contract. A, B, and C each submit Form 2, but XYZ, being a brand-new entity that has never transacted business and thus has nothing to disclose, does not need to submit.
- **Form 3: Proponent Financial Disclosure:** *Each JV team partner to submit.*
- **Form 4.1: Certification of Insurance:** *Only one form,* for the JV as a whole, needed.
- **Form 5: Acknowledgment of Addenda:** *Only one form,* for the JV as a whole, needed.
- **Form 6: Proponent Contact Directory:** *Only one form,* for the JV as a whole, needed.
- **Form 7: Reference List:** *3 references total,* from any combination of JV team member firms, required.
- **Form 9: Required Submittal Checklist:** *Only one form,* for the JV as a whole, needed.

Answer

See Answer to Question 22.

78. Question

Is a Joint Venture (JV) required or is it recommended?

Answer

See Appendix A; Office of Contract Compliance Requirements.

79. Question

Is each team required to provide all of the identified services listed in the RFP or can each team identify the services they wish to be considered for?

Answer

Each team is required to have the capability to provide all of the Services in the Scope of Services.

80. Question

Scope of Services: Detailed Scope of Services are provided for Public Works and Building Agencies but not for DWM and Parks and Recreation.

Answer

Any User Department may generate task orders for work that falls within Exhibit A; Scope of Services whether broadly defined or detailed in that Exhibit. Specific task orders will refine the scope of work per assignment.

ATTACHMENT NO. 2

Part 2; Section C.3.F. **Experience and Performance on Other** **Projects**

Attachment No. 2

Part 2; Section C.3.F (Rev. 8/29/14):

F. Experience and Performance on Other Projects – 20 pages

Describe the Proponent's experience and qualifications in architectural, engineering and design services as widely described in the Scope of Services and as may be more fully described in a Task Order. Separately list any projects/contracts that any member of the JV Team has performed and past experience with this specific team working together on other projects in the last 10 years. Proponent must provide a narrative description of at least six (6) projects demonstrating capability and qualifications in all areas identified below and each project should encompass the following component experience/expertise.

For the Proponent and members of the JV team, the narrative description shall include:

- The name of the project, the owner, and the project location and owner's reference including name, position, address, email and telephone number.
 - A description of the project and the work/roles performed by the various member firms.
 - The major project milestones and summary of scheduled versus actual completion dates, with explanation for any significant schedule slippage.
 - Summary of planned costs versus actual costs at completion, with explanation for any significant cost increases.
1. Waste Water Treatment Facility – Identify experience in the design of modifications and upgrades of existing facilities and identify the capacity and types of processes and equipment utilized.
 2. Water Treatment Facility – Identify experience in the design of modifications and upgrades of existing facilities and identify the capacity and types of processes and equipment utilized.
 3. Watershed Protection – Identify experience with stormwater management and watershed protection.
 4. Sewer Design – Identify experience with designing medium to large diameter sewers. Include size, length and cost. Identify experience with sewer rehabilitation and replacement.
 5. Water Distribution and Transmission Systems – Identify experience with design of water main replacement and new water distribution and transmission lines in urban areas. Include size, length and cost.

6. Storage and Conveyance Tunnels - Identify experience with designing large, deep rock tunnels. Include size, length and cost.
7. Water and Wastewater Pumping Facility – Identify experience in the design of modifications and upgrades of existing facilities and designing new pumping facilities. Identify the capacity and types of equipment utilized.
8. Construction Management – Identify construction management experience for water and wastewater treatment facility modifications and upgrades, sanitary sewers, water distribution system replacement, tunnels and water and wastewater pumping facilities. Include total cost of program or project and duration. Indicate role of Proponent on project or program.
9. Capital Project Delivery – Identify experience with turn-key capital project delivery in the public sector.
10. Parks, Greenspace and Trails – Identify experience with the planning, design, and construction of parks, other greenspaces and trails.
11. Recreation, Cultural and Public Safety Facilities – Identify experience with the design and construction of buildings, indoor and outdoor facilities.
12. Roadway Design – Identify experience with the planning and design of roadways and intersections on local and GDOT projects.
13. Bridge Design – Identify experience with local and GDOT bridge design projects.
14. Streetscape Design – Identify experience with the planning and design of streetscape projects.
15. Traffic Signals – Identify experience with conducting traffic studies, the design of traffic signals, traffic signal communications, Intelligent Transportation Systems and the modeling of traffic systems. The movement of all modes of transportation including pedestrians should be considered.
16. Street Lights – Identify experience with the planning and design of street lights along roadways, bridges and bike/pedestrian pathways, including complete photometric analysis.
17. Facility Management Support for Municipal Buildings – Identify experience in providing support for municipal buildings' facility management including:
 - Facility performance investigation,
 - Computerized documentation of facility assets,
 - Design,

- Project estimating and/or project management for work orders and/or projects including space/furnishings management,
- General renovations, and
- Facilities operations systems life cycle performance, including security surveillance systems.

Facility types include general offices and specialty buildings such as courthouses, jails, fire stations, workshops and utility buildings. Specialty experience should include high-end technology design capabilities for facilities such as burn houses, shoot houses and police precincts.

18. Provide experience of completing design work initiated by others. Give specific details of the project and the approach utilized (i.e. Computer-Aided Design (“CAD”) files, Geographic Information Systems (“GIS”)).

19. Provide experience working with Federal Environmental Protection Agency (“EPA”), Environmental Protection Division (“EPD”), local railroads, GDOT, and other infrastructure permitting agencies.

20. Provide specific design experience of project completion against established Construction Cost Limitations.

21. Provide specific experience on projects that utilized an accelerated approach to project implementation, including design-build.

22. Provide recent experience in construction administration on infrastructure projects of the type managed/operated by the User Departments for this RFP.

23. Provide three (3) examples of how Proponent or team members corrected a problem (whether it is personnel, client, or project-related) that was encountered during execution of a project.

24. **Specialty Sub-consultant.** The Proponent shall identify any outside specialized consultants it intends to use as a sub-consultant/subcontractor for the management of the work, or major portion thereof (such as noise insulation, architectural, signage, structural, mechanical, geotechnical, traffic, instrumentation and controls, and/or engineering, and estimating consultants). The Proponent shall submit information on the sub-contractors/sub-consultants, which shall include:

- a. List of specialized consultants and definition of the work the sub-consultant will perform; and
- b. The specialized sub-consultant's resume and company history, address and details of experience with similar type of municipal infrastructure design project during the past five (5) years.

ATTACHMENT NO. 3

FORM 9

Required Submittal Checklist

(FORM 9)
Required Submittal Checklist (Rev. 8/29/14)

The following submittals shall be completed and submitted with each Proposal see table below “**Required Proposal Submittal Check Sheet.**” Please verify that these submittals are in the envelope before it is sealed. *Disclaimer:* It is each Proponents sole responsibility to ensure that their proposal to the City is inclusive of all required submittal documents outlined on the below-referenced checklist; as well as within other parts of the solicitation document.

Submit one (1) Original Proposal, signed and dated, and ten (10) complete copies of the Original Proposal including all required attachments.

In addition to the hard copy submissions, each Proponent shall submit two (2) digital versions of its Proposal Submission in Adobe Portable Document Format (“PDF”) on compact disk (CDs). CD One (1) version should be a duplicate of the hard copy of the Proposal with no deviations in order or layout of the hard copy proposal. CD Two (2) version should be a redacted version of the hard copy Proposal Submission. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.

The City assumes no liability for differences in information contained in the Proponent’s printed Proposal Submission and that contained on the CDs. In the event of a discrepancy, the City will rely upon the information contained in the Proponent’s printed material (Hard Copy). Each CD should be labeled with the Project Number, Project Name, and the CD Number.

Item Number	Required Proposal Submittal Check Sheet	Check (✓)
1	Appendix A - Office of Contract Compliance (Required Submittals Included)	()
2	Part 2; Informational Proposal; Volume I Contents	()
3	Part 4; Required Submittal Forms; Volume II Contents (if any of the required submittal documents are not submitted or incomplete within your Proposal submittal package, your firm may be deemed non-responsive). Required Submittals include but are not limited to: <ul style="list-style-type: none"> • Form 1-Illegal Immigration Reform and Enforcement Act Forms • Form 2 – Contractor Disclosure Form • Form 3 – Proponent Financial Disclosure • Form 4.1 – Certification of Insurance Ability • Form 5 – Acknowledgement of Addenda • Form 6 – Proponent Contact Directory • Form 7 – Reference List • Form 9 – Required Submittal Checklist 	()
4	Exhibit A.1; Cost Proposal	()
5	Proponent’s Official Company Name: Company Physical Address:	
6	President/Vice President/Owner _____ Name: _____ Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____	
7	Primary Point-of-Contact Concerning RFP: _____ Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address: _____	

ATTACHMENT NO. 4

EXHIBIT A.3



Task Order Template – End Result Project

Agreement Number: _____

Task Order Number: _____

Task Order Maximum Payment Amount: \$_____

The above referenced Task Order is made and entered into by and between the City of Atlanta ("CITY"), pursuant to the Agreement;

AND

_____ ("CONSULTANT").

This Task Order is made a part of the Agreement between the City and the Consultant, together with all attached exhibits made a part of this Task Order.

The period of performance/delivery date for this Task Order begins as of the Commencement Date, _____, and shall be completed by a Completion Date of _____, unless a written modification to this Task Order is made by the City.

Task Order Services to be Provided: Consultant shall perform all work related to this task order in accordance with the scope of services, specifications and the Consultant's proposal attached and incorporated as Exhibit "A". [insert general description and attach Exhibit "A" including description of any deliverables, milestones or other specifications or expectations for completion of Task]

Task Order Milestones: _____

Additional Task Order Provisions: _____

Key Task Order Personnel: Services Coordinator - _____, Project Manager - _____, Other Key Personnel: _____

Staffing Proposal: [insert all staff by labor categories involved with performing work for Task Order. All labor categories must be reflected in labor charts and rates made part of Master Agreement. Any labor categories needed but not originally included in Agreement must be considered for an amendment to the Master Agreement]

City Project Contact Information:

Department of _____
55 Trinity Avenue, SW
Suite _____

Consultant Project Contact Information:

Agreement Number:
Task Order Number: _____
Task Order Consultant: _____

Task Order Template – End Result Project

Atlanta, GA 30303

Phone: [REDACTED]

Fax: [REDACTED]

E-Mail: [REDACTED]

[REDACTED]
Phone: [REDACTED]

Fax: [REDACTED]

E-Mail: [REDACTED]

Estimated Labor Hours and Associated Fee for Task by Labor Category:

Task Order Terms for Expenses: [REDACTED]

Task Order Billing and Payment Terms: Attached and incorporated as Exhibit "B"

[Insert detailed fee schedule, including any deliverable or milestone dates. Any specifications required for invoicing or substantiation or forms should be detailed. See sample detailed fee schedule for deliverables.]

City Invoicing Contact Information:

[REDACTED]
Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]
Atlanta, GA 30303
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Consultant Invoicing Contact Information:

[REDACTED]
[REDACTED]
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Attachments: [REDACTED]

Estimated Labor Hours and Associated Fee for Task by Labor Category:

Agreement Number:

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – End Result Project

Authorized Representatives and Signatures:

City of Atlanta Representative: [REDACTED]

Signature: _____

Consultant Representative: [REDACTED]

Signature: _____

Task Order Number: [REDACTED]

Total Task Order Amount: \$[REDACTED]

The above referenced Task Order is made and entered into by and between the City of Atlanta, through its Contractual Agreement, hereinafter referred to as the CITY;

AND

[REDACTED]

hereinafter referred to as the CONSULTANT.

This Task Order is made a part of the Professional Services Agreement referenced above between the City and the Consultant.

Task Order Commencement Date: [REDACTED]

Task Order Completion Date: [REDACTED]

Task Order Services to be Provided: [REDACTED]

Agreement Number:

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – End Result Project

Description of Project Deliverable: [REDACTED]

Additional Task Order Provisions: [REDACTED]

Key Task Order Personnel: Services Coordinator - [REDACTED], Project Manager - [REDACTED], Other Key Personnel - [REDACTED]

City Project Contact Information:

[REDACTED]
Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]

Atlanta, GA 30303

Phone: [REDACTED]

Fax: [REDACTED]

E-Mail: [REDACTED]@atlantaga.gov

Consultant Project Contact Information:

[REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

E-Mail: [REDACTED]

Authorized Representatives and Signatures:

City of Atlanta Representative: [REDACTED]

Signature: _____

Consultant Representative: [REDACTED]

Signature: _____

Estimated Labor Hours and Associated Fee for Task by Labor Category:

Agreement Number:

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – End Result Project

Task Order Terms for Expenses: [REDACTED]

Maximum Allowable Compensation: \$ [REDACTED]

Estimated MBE/WBE Summary:

MBE/WBE Firms Utilized in Task Order: [REDACTED]

Estimated MBE Percentage: [REDACTED] % Amount: \$ [REDACTED]

Estimated WBE Percentage: [REDACTED] % Amount: \$ [REDACTED]

Total Estimated MBE/WBE Percentage: [REDACTED] % Amount: \$ [REDACTED]

Task Order Billing and Payment Terms: [REDACTED]

City Invoicing Contact Information:

[REDACTED]
Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]
Atlanta, GA 30303

Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]@atlantaga.gov

Consultant Invoicing Contact Information:

[REDACTED]
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Attachments: [REDACTED]



Task Order Template – Traditional Design/Engineering

Agreement Number: _____

Task Order Number: _____

Task Order Maximum Payment Amount: \$ _____

The above referenced Task Order is made and entered into by and between the City of Atlanta ("CITY"), pursuant to the Agreement;

AND

_____ ("CONSULTANT").

This Task Order is made a part of the Agreement between the City and the Consultant, together with all attached exhibits made a part of this Task Order.

The period of performance/delivery date for this Task Order begins as of the Commencement Date, _____, and shall be completed by a Completion Date of _____, unless a written modification to this Task Order is made by the City.

Task Order Services to be Provided: Consultant shall perform all work related to this task order in accordance with the scope of services, specifications and the Consultant's proposal attached and incorporated as Exhibit "A". [insert general description and attach Exhibit "A" including description of any deliverables, milestones or other specifications or expectations for completion of Task]

Design Notice to Proceed: _____

Concept Design Submitted: _____

30% Plans Submitted: _____

60% Plans Submitted: _____

90% Plans Submitted: _____

Final Plans & Specs Submitted: _____

Receive Bids: _____

Construction Notice to Proceed: _____

Construction Completion: _____

[NOTE: FEE SCHEDULE SHOULD CORRESPOND WITH ANY INTENDED MILESTONES, E.G., CONCEPT/PRELIMINARY DESIGN; 60% - FINAL DESIGN.).

Task Order Milestones: _____

Additional Task Order Provisions: _____

Agreement Number:

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – Traditional Design/Engineering

Key Task Order Personnel: Services Coordinator - [REDACTED], Project Manager - [REDACTED], Other Key Personnel - [REDACTED]

Staffing Proposal: [insert all staff by labor categories involved with performing work for Task Order. All labor categories must be reflected in labor charts and rates made part of Master Agreement. Any labor categories needed but not originally included in Agreement must be considered for an amendment to the Master Agreement].

City Project Contact Information:

[REDACTED]
Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]
Atlanta, GA 30303
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Consultant Project Contact Information:

[REDACTED]
[REDACTED]
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Task Order Terms for Expenses: [REDACTED]

Task Order Billing and Payment Terms: Attached and incorporated as Exhibit "B"

[insert detailed fee schedule, including any deliverable or milestone dates. Any specifications required for invoicing or substantiation or forms should be detailed. See sample detailed fee schedule for deliverables].

City Invoicing Contact Information:

[REDACTED]
Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]
Atlanta, GA 30303
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Consultant Invoicing Contact Information:

[REDACTED]
[REDACTED]
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Attachments: [REDACTED]

Estimated Labor Hours and Associated Fee for Task by Labor Category:


Agreement Number:

Task Order Number: _____


Task Order Consultant: _____

Task Order Template – Traditional Design/Engineering

Authorized Representatives and Signatures:

City of Atlanta Representative: 

Signature: _____

Consultant Representative: 

Signature: _____



Task Order Template – Land Acquisition

Agreement Number: _____

Task Order Number: _____

Task Order Maximum Payment Amount: \$_____

The above referenced Task Order is made and entered into by and between the City of Atlanta ("CITY"), pursuant to the Agreement;

AND

_____ ("CONSULTANT").

This Task Order is made a part of the Agreement between the City and the Consultant, together with all attached exhibits made a part of this Task Order.

The period of performance/delivery date for this Task Order begins as of the Commencement Date, _____, and shall be completed by a Completion Date of _____, unless a written modification to this Task Order is made by the City.

Task Order Services to be Provided: Consultant shall perform all work related to this task order in accordance with the scope of services, specifications and the Consultant's proposal attached and incorporated as Exhibit "A". [insert description of project, project parcels and schedule for land acquisition completion as Exhibit "A"]

All parcels to be acquired must include the following, unless otherwise directed by the City. Acquisitions may include temporary construction easement areas, including staging areas; permanent easements; easement exchanges; or fee simple acquisitions. All acquisitions involving water, sewer or storm water easements must be completed using easement forms approved by the City Attorney for each project. Any changes in the easement forms resulting from negotiated acquisitions must be approved by City Attorney.

- Phase 1 Environmental Study;
- Appraisal by certified Georgia Appraiser: [insert name]
- Limited Title Search, unless full title search requested by City (40 – 100 year report)
- Preparation of Closing Package
- Closing Costs, including fees for closing attorney (closing attorney to be approved and paid through City Attorney's office)
- Survey of property to be acquired by Georgia licensed land surveyor in recordable format, including preparation of legal description of acquisition area.
- Negotiation of acquisition of all parcels (fee simple or easement)
- Completion of Condemnation Packages (if applicable)

Agreement Number:

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – Land Acquisition

Task Order Milestones: [REDACTED]

Additional Task Order Provisions: [REDACTED]

Key Task Order Personnel: Services Coordinator - [REDACTED], Project Manager - [REDACTED], Other Key Personnel - [REDACTED]

Appraiser:

Title Attorney:

Surveyor:

Land Negotiating Team:

Staffing Proposal: [Insert all staff by labor categories involved with performing work for Task Order. All labor categories must be reflected in labor charts and rates made part of Master Agreement. Any labor categories needed but not originally included in Agreement must be considered for an amendment to the Master Agreement].

[Note: City Attorney makes final decision on hiring and use of all attorneys needed for land acquisition projects and may utilize internal City resources for the same].

City Project Contact Information:

[REDACTED]
Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]
Atlanta, GA 30303
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Consultant Project Contact Information:

[REDACTED]
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Task Order Terms for Expenses: [REDACTED]

Task Order Billing and Payment Terms: Attached and incorporated as Exhibit "B"

[See sample fee schedule for land acquisition. Fee schedule should include all applicable fees for all elements of land acquisition, including attorney's fees for closing and title searches, specifically listing whether title insurance or mortgage releases are included].

City Invoicing Contact Information:

[REDACTED]

Consultant Invoicing Contact Information:

[REDACTED]

Agreement Number:

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – Land Acquisition

Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]
Atlanta, GA 30303
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

[REDACTED]
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Attachments: [REDACTED]

Estimated Labor Hours and Associated Fee for Task by Labor Category:


Agreement Number:

Task Order Number: _____


Task Order Consultant: _____

Task Order Template – Land Acquisition


Authorized Representatives and Signatures:

City of Atlanta Representative: 

Signature: _____

Consultant Representative: 

Signature: _____

Task Order Number: 

Agreement Number: _____
Task Order Number: _____
Task Order Consultant: _____

Task Order Template – Land Acquisition

Total Task Order Amount: \$ [REDACTED]

The above referenced Task Order is made and entered into by and between the City of Atlanta, through its Contractual Agreement, hereinafter referred to as the CITY;

AND

[REDACTED]

hereinafter referred to as the CONSULTANT.

This Task Order is made a part of the Professional Services Agreement referenced above between the City and the Consultant.

Task Order Commencement Date: [REDACTED]

Task Order Completion Date: [REDACTED]

Task Order Services to be Provided: [REDACTED]

Work under this Task Order will be Completed as Follows:

Notice to Proceed: [REDACTED]

Complete Environmental Studies: [REDACTED]

Complete Appraisals by Georgia Certified Appraiser(s): [REDACTED]

Complete Preparation of Closing Packages: [REDACTED]

Complete Preparation of Condemnation Packages (if needed): [REDACTED]

Complete all Land Acquisition and Negotiation Activities: [REDACTED]

Additional Task Order Provisions: [REDACTED]

Key Task Order Personnel: Services Coordinator - [REDACTED], Project Manager - [REDACTED], Land Acquisition Manager - [REDACTED], Other Key Personnel - [REDACTED]

City Project Contact Information:

[REDACTED]

Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]

Consultant Project Contact Information:

[REDACTED]

Agreement Number:

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – Land Acquisition

Atlanta, GA 30303

Phone: [REDACTED]

Fax: [REDACTED]

E-Mail: [REDACTED]@atlantaga.gov

[REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

E-Mail: [REDACTED]

Authorized Representatives and Signatures:

City of Atlanta Representative: [REDACTED]

Signature: _____

Consultant Representative: [REDACTED]

Signature: _____

Estimated Labor Hours and Associated Fee for Task by Labor Category:

Agreement Number: _____

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – Land Acquisition

Maximum Allowable Compensation: \$ _____

Estimated MBE/WBE Summary:

MBE/WBE Firms Utilized in Task Order: _____

Agreement Number:

Task Order Number: _____

Task Order Consultant: _____

Task Order Template – Land Acquisition

Estimated MBE Percentage: [REDACTED] % Amount: \$ [REDACTED]

Estimated WBE Percentage: [REDACTED] % Amount: \$ [REDACTED]

Total Estimated MBE/WBE Percentage: [REDACTED] % Amount: \$ [REDACTED]

Task Order Billing and Payment Terms: [REDACTED]

City Invoicing Contact Information:

[REDACTED]
Department of [REDACTED]
55 Trinity Avenue, SW
Suite [REDACTED]
Atlanta, GA 30303
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]@atlantaga.gov

Consultant Invoicing Contact Information:

[REDACTED]
[REDACTED]
[REDACTED]
Phone: [REDACTED]
Fax: [REDACTED]
E-Mail: [REDACTED]

Attachments: [REDACTED]